Faculty Evaluation
Department Head Review

Step 2

Dean will complete this step when faculty member is Department Head
Login to Cornerstone

In ULINK click on "Employee" tab then click on "Cornerstone & Training" on the upper right of screen.
Access the Evaluation

Pending Performance Tasks will be in the Lower Left Block of Your Cornerstone Welcome Page

Click on Evaluation to Review
Pages of the Review;
Checkmark will darken when page is visited

Steps, or Workflow, of the Review
Click “Options” on the Top Right of Page to:
➢ Add Attachments to the Review (Maximum of 3)
➢ Complete the Review Offline (Opens an Excel Spreadsheet)
➢ Print or Save Review as PDF
Teaching Activities

(courses that this Faculty Member was Indicated as Instructor of Record) are populated in this Section with Comments made by the Faculty Member.
Teaching Activities

View Comments made by Faculty Member Regarding Overall Teaching Activities
Teaching Evaluation

Indicate the percent of the faculty member’s total workload that is *Instructional*.

Complete the comment fields where appropriate.

Indicate your Rating for this Section (on a scale of 1-5).

Click on ? To see full rating scale.

Click to Move to Next Page.
Research Activities

View Comments made by Faculty Member Regarding Overall Research Activities

Faculty member comments

A. Publications, papers, exhibitions, etc.: Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and proceedings, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

(Faculty Member) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM

B. Presentations invited speeches, performances, etc.: Separate presentations according to the following recommended headings: international, national, regional, and state. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

(Faculty Member) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM

Faculty member comments
Indicate the percent of the faculty member’s total workload that is **Research**.

Complete the comment fields where appropriate.

Indicate your Rating for this Section (on a scale of 1-5).

Click on ? To see full rating scale.

Click to Move to Next Page.
Service Activities

A. Advising: Enhance educational engagement of student through advising, mentoring, student organization advisor, etc. For example, semester, the number of students, innovations, and awards.

Faculty member comments

B. Professional: National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc. For example, Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.

Faculty member comments

C. University, college, department: Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.

Faculty member comments
Click Here to Move to Next Page
Service Evaluation

Indicate the percent of the faculty member’s total workload that is Service.

Complete the comment fields where appropriate.

Indicate your Rating for this Section (scale of 1-5).

Click on ? To see full rating scale.

Click to Move to Next Page.
Administration Activities

If Applicable

Faculty members with an Administrative Role within the Academic Department that is approved by the Provost will have entered information in the appropriate comment boxes.

Click Save and Continue To Move to Next Page
Indicate the percent of the faculty member’s total workload that is **Administration** (if applicable)

Complete the comment fields where appropriate

Indicate your Rating for this Section (scale of 1-5)

Click on ? To see full rating scale

Click to Move to Next Page
Summary

Enter an Overall Rating for Faculty Member based on rating for Teaching, Research, Service and Administration (if applicable)
Document overall comments when appropriate
Arrange a Meeting with Faculty Member to discuss Evaluation
Department Head Acknowledgement

Click Here

Department Head

☐ I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Then Click Here

Scroll Down to Submit

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The “Submit” button will appear when all of the Pages for this Step have been Viewed.

Click Here

Then Click Here
To View a Previously Submitted Evaluation

Click on Navigation Icon (Hamburger) in the Upper Right Corner of Cornerstone Page. Then Click on “Performance” then, “Performance Reviews”

Then Click in Box
Step 2 Complete

The Review Moves to the Dean’s Queue

Faculty Member
- Self-Evaluation

Department Head
- Review
- Discuss w/faculty member
- Sign

Dean
- Review
- Sign

Faculty Member
- Acknowledgement

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